

Producer Price Index

Reporting Your Data to the PPI – Wholesale Trade

www.bls.gov/ppi

June 2017

Thank you for participating in the Producer Price Index (PPI) program. You will provide data online using the BLS Internet Data Collection Facility (IDCF). This handout is intended to assist you in providing your data via the web for the PPI Wholesale Trade sector. Be sure to log in and verify your data even if the price has not changed, and please submit data within five business days of receiving price request emails from the PPI.

Follow these steps:

1. You will receive an email notification from PPI.Web@bls.gov requesting price updates. Follow the link to our website in the email. Log in to the site by entering either your account number or email address in the User ID field and the password you previously created in the Password field.
2. Verify your contact information, select “Producer Price Index” from the dropdown menu, and click **Continue**.

Respondent Information

Update **Ms. Jane Smith**
smith@xyz.com
555-555-1234 **XYZ Wholesale Co.**
1234 Main Street
Anytown DC 12345

Please select a survey:

Continue

3. On the following screen, click **Select** next to any item to begin providing data.

	Item Code	Item Specification	Submitted
Select	423100A001A01	Type of product line, product, or service: All used cars. New and used automobil...	

4. Review the description of the item. If there are any changes to the description, type them directly in the text box.

Item Description	
Please enter item description data here	
Please make changes in the box	<input type="button" value="Item Discontinued?"/>
Type of product line, product, or service: All used cars. New and used automobiles, motorcycles, and trailers. Company-wide margin price. Pricing period: Current month to date.	

5. Below the description you may find a grid that contains components of the price for this service. The white text boxes are where your updates should be made. The shaded areas are not updateable; these figures will be calculated by the system.

Each pricing period, update the price to buyer and either the margin percentage or the acquisition price, if necessary. The margin price will be calculated automatically by the system.

	A	B
1	Price to Buyer:	\$9,500.00
2	Margin Percentage:	32.5%
3	Margin Price:	\$3,087.50

6. Review the Terms of Transaction section and make any necessary changes. In most instances, there will not be any updates to these fields.

Terms Of Transaction:			
Please enter Item Terms of Transaction data			
Type Of Sale:	Market Sale	<input type="button" value="v"/>	Size Of Shipment:
Domestic/Foreign Buyer:	Domestic buyer	<input type="button" value="v"/>	Size Of Order:
Type Of Buyer:	Same price to all buyers		Unit Of Measure:
Shipment/Contract Terms:	No contract		Freight:

7. The components of the total price are entered in the grid described above and should populate automatically in the Reported Price section of the screen. If the total price is not already pre-filled, enter the price that was calculated above for the current period. Also, if necessary, update any prices from prior periods in the text boxes. The arrows indicate where prices should be entered. If there were no changes to the figures in the grid referenced previously, click the **Report no price change** button.

Reported Price:		
Please enter Reported Prices		
Broad product-line average margin price		
On Jan 10, 2017	\$ <input type="text" value="3,040.00"/>	per Unit, margin price
On Feb 14, 2017	\$ <input type="text" value="3,040.00"/>	per Unit, margin price
On Mar 14, 2017	\$ <input type="text" value="3,087.50"/>	per Unit, margin price
On Apr 11, 2017	\$ <input type="text" value="3,087.50"/>	per Unit, margin price
On May 9, 2017	\$ <input type="text"/>	per Unit, margin price

8. The Reporter Remarks text box should be used to note any significant price or service changes within a given period.

Reporter Remarks

9. Click **Submit and Go to Next Item** to continue providing updates for your items.
10. A list of your items will appear on the left-hand side of the screen. Checkmarks indicate the items you have completed. The arrow indicates which item is currently displayed.

	Item Code	Submitted
	423100A001A01	✓
▶	423100A001A02	
	423100A001A03	

11. A screen with the following message will appear once you have submitted updates for all your items.

✓ **Thank you for updating Item information.**
Your data have been submitted.

If you have any issues or questions, the following resources are available to assist you:

- For a list of common help topics, click on **Help** at the top of any screen.
- For assistance from a PPI representative, click the [Help Request Form](#) link at the bottom of any screen or contact the PPI analyst, whose phone number is at the top of each screen.
- A full list of Producer Price Index contacts can be found at www.bls.gov/ppi/ppicon.htm.